

LOCAL HEALTH PERSONNEL JOB DESCRIPTION

CLASS TITLE: Adult Day Care Center Coordinator		
TITLE CODE: 2201	SERIES: Medical Services Support	
SELECTION METHOD: 100% qualifying		SALARY: (MIN-MID) \$8.90 - \$10.93 GRADE: 10 SPECIAL ENTRANCE RATE: May be adjusted at agency's discretion based upon additional education & experience.
POSITIONS IN THIS CLASS GENERALLY REPORT TO: RN or LPN or other appropriate staff.		
PRIMARY USER AGENCY: LOCAL HEALTH DEPARTMENT		

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Oversees staff in the day to day operations of providing essential Social and Adult Day Health Center Services (personal care; social, leisure, physical and education activities; health monitoring) ordered by the social worker/case manager and physicians to clients limited in their activities of daily living in the Adult Day Care Center.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: High School Diploma or GED.

EXPERIENCE: Two (2) years of experience in an adult day care center, community health agency, nursing home or hospital.

SUBSTITUTION CLAUSE: None

EDUCATION: None

EXPERIENCE: None

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC) Training in personal care, health monitoring procedures, First Aid, CPR and CMT.

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Assist with ambulation and exercise; Simple dressing changes; Perform simple procedures as an extension of therapy services. Take BP and TPR and report changes in condition and needs, as directed, complete appropriate monthly/daily reports and records according to program standards and completes written records of services. Reporting the total needs of the client; plan and provide therapeutic games/activities for participants as listed on the schedule of activities. Assist client's with toileting if needed; Administer medications; perform administrative duties; work with social worker or case manager and the RN staff to insure timely and correct information problems and progress of each client. Prepare and/or assist participants with meals by shopping for snack items; plan monthly snack menus; set up tables for lunch time, orders, distribute or assist participants with prepared meals. Limited supervision with alternating periods of autonomy. Work as a working supervisor or lead person in scheduling, coordinating and assist with the orientation of Adult Day Health Aides.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent in clinic settings.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

DATE CLASS ESTABLISHED: 08/07/96

DATE OF LAST REVISION: 02/20/09

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.